

Performance Evaluation



Course Number: NC 401

Cost Per Person: No Charge/Participating, \$188/Non-Participating

Eligibility: Managers & Supervisors

Instructor: Doty

Length: 8:30 am - 4:30 pm

Certificate Series: Leadership Development Certificate

Location: Des Moines, Hoover State Office Building, Level A

Scheduled Sessions:

July 26, 2016

October 13, 2016

January 25, 2017

May 4, 2017

Overview:

This course focuses on teaching you how to provide and deliver effective employee performance evaluations. Performance evaluation is discussed as a process and not just a one-time event, and provides your agency with the foundation for an effective performance evaluation system.

Objectives:

- Identify personal assumptions regarding employee evaluation
- Review the purpose of the performance evaluation process
- Identify standards for goals, performance criteria, action steps and timetables
- Discuss methods to provide positive and negative feedback
- Review methods to conduct the performance evaluation conference